



**VISAYAS**  
STATE UNIVERSITY

Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Notice of Step Increment Due to Length of Service

May 30, 2022

**Ms. Joserose B. Capricho**  
Department of Soil Science  
VSU, Visca, Baybay, Leyte

*[Handwritten signature]* 26/06/22

Dear Ms. Capricho:

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2012 dated September 3, 2012 implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Administrative Aide IV** is hereby adjusted effective 5/16/2022 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of May 15, 2022<br>(SG <u>4</u> , Step <u>3</u> )    | <b>₱ 15,224.00</b><br>(182,688.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                             |  |
| 3. Adjusted monthly basic salary effective 5/16/2022<br>(SG <u>4</u> , Step <u>4</u> ) | <b>₱ 15,341.00</b><br>(184,092.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

*[Handwritten signature]*  
**EDGARDO E. TULIN**  
President

Position Title: Administrative Aide IV  
Salary Grade: 4  
Item No. FY 2020 Plantilla of Personnel: ADA4-132-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB